



TRANSFER OPPORTUNITY

Payroll/Personnel Assistant II

Personnel Division—Long Beach Police Department

THE POSITION

There is an immediate transfer opportunity for a Payroll/Personnel Assistant II in the Personnel Division of the Long Beach Police Department. This position takes direction from the Administrative Analyst and senior PPA III and works in a supportive team environment to provide payroll services to the Police Department.

EXAMPLE OF DUTIES

- Responsible for payroll/personnel functions for a Police Department division
- Prepare HR-1s and data forms and make payroll corrections
- Check weekly time records for proper coding and resolve problems
- Enter weekly time records, correct error messages and verify approval signatures
- Sort and distribute payroll checks
- Assist employees in completion of various forms and answer questions regarding health/dental insurance, tax withholding, etc.
- Answer questions on City and Department policies and procedures pertaining to payroll/personnel matters

DESIRED QUALIFICATIONS

- Education equivalent to graduation from high school
- Payroll experience preferred
- Excellent writing and verbal communication skills
- Strong organizational and time management capabilities
- Experience with the City's personnel systems (iVOS, HRMS, LifeView and Time Entry, etc.)
- Ability to interact effectively with a diverse group of sworn and civilian employees, management, and other City personnel
- Ability to work independently and exercise sound judgement in carrying out responsibilities
- Ability to maintain strict confidentiality in all personnel related matters



SALARY RANGE

\$17.011 to \$23.263 per hour.

SUBMISSION PROCEDURE

Open to classified Payroll/Personnel Assistants and those reachable on the current Civil Service eligibility list. Qualified, interested applicants can submit a letter of interest and resume to:

Eileen Hunter

**Long Beach Police Department
400 W. Broadway, 2nd Floor
Long Beach, CA 90802**

Or via e-mail to:

eileen.hunter@longbeach.gov

Completed applications must be received by **5:00 PM, Thursday December 31, 2015**. Applicants determined to be the most qualified will be invited to participate further in the selection process. The applicant selected for the position will be required to successfully complete an extensive background investigation process.



THE DEPARTMENT

The Long Beach Police Department employs 806 sworn officers and a civilian staff of 406. The employees working within the Administration Bureau are dedicated to providing administrative and analytical support necessary to assist the Police Department in serving the community.

This information is available in an alternative format by request to the Police Department at (562) 570-7120. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request when submitting your application or call (562) 570-7120. **An Equal Employment Opportunity Employer, the Police Department Values and Encourages Diversity in its Workforce.**

